

Tasking Memorandum No. 00-145

Memorandum For DCMC HQ Staff, Cdrs DCMDs, Cdrs CAOs

Subject: DCMC's Data Analysis Study Site Visits

Date: February 24, 2000

Suspense Date: March 17, 2000

Target Audience: Performance Improvement Officers (PIOs), Process Owners, Data Management Employees at Selected DCMC Sites

Requirement:

- To ensure we are collecting, storing, and maintaining the minimum amount of data necessary to transact and manage our business, I've chartered the DCMC Data Analysis Working Group to conduct a study of our Command's data requirements.
- To accomplish one of the study's objectives, the Working Group will conduct face-to-face employee interviews at selected DCMC sites, to obtain detailed answers to the following questions:
 - Which processes require the most data to conduct and manage?
 - Where does the data currently reside and how can we best transfer it to who needs it, without duplication or re-entry?
 - How much time do we spend collecting, entering, and analyzing the data we currently require for conducting our business?
- I ask that each identified site's Performance Improvement Officer (PIO) serve as facilitator. A Working Group member will contact each PIO in advance to set up schedules and discuss details prior to their visit. The site visits will be completed by March 17, 2000. PLAS Process Code 212 and Program Code HQ002 should be used. A copy of the site visit schedule, along with additional study-related information can be found on the Working Group's web site:
http://www.dcmc.hq.dla.mil/dcmc_ab/dawg/index.htm.
- By analyzing the information obtained via the site visit interviews, along with information obtained via other study activities, the Working Group will provide me documented recommendations for improving our data efficiency and increasing the effectiveness of our data management activities.
- I ask that you support the Working Group's site visits by making available your employees during the scheduled timeframes. I also encourage you and your employees to forward any additional data management-related questions or concerns, directly to the Working Group Web's site or to my point of contact identified below.

Point of Contact for Further Information:

Carol Collins

Program Analyst

Paperless Contracting Center (DCMCC-J)

703-767-2352, DSN 767-2352

ccollins@dcmachq.dla.mil

A handwritten signature in black ink, reading "Timothy P. Malishenko". The signature is fluid and cursive, with a large loop at the end of the last name.

TIMOTHY P. MALISHENKO

Major General, USAF

Commander